



NATIONAL ASSOCIATION OF LETTER CARRIERS

BRANCH 3825

P.O. BOX 1398 ROCKVILLE, MD 20849

(301) 424-5960 FAX: (301) 838-0117

DATE:

TO:

FROM:

In accordance with Article 17, section 3 of the National Agreement, the following request for union time is made:

Time is needed to see the following employees to investigate a grievance for INFORMAL STEP A:

Time is needed to investigate and process the following grievances for INFORMAL STEP A:

The following grievances are ready to be discussed and must be heard at INFORMAL STEP A with a supervisor:

The following grievances need to be processed and appealed to FORMAL STEP A for a meeting:

SIGNATURE OF SUPERVISOR